GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Cooperation Department – Implementation of HR Policy to the PACS Employees by the Managing Committees of the PACS as per the provisions of APCS Act 1964 – Recommendations of the Committee accepted - Orders – Issued.

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AGRICULTURE & COOPERATION (COOP-IV) DEPARTMENT

G.O.Ms.No.36 **Dated:01.03.2019.**

Read the following:

1. G.O. Rt. No. 1533 Agriculture & Cooperation (Coop-VI) Dept., dated: 05.12.2008.
2. G.O.Ms.No.151 Agriculture & Cooperation (Coop-VI) Dept., dated: 22.06.2009.
3. Representations received from the A.P. State Agricultural Coop. Societies Employees Union (CITU), Vijayawada, dt.04.05.2015 & A.P.PACS Employees Union, Vizianagaram, dt.14.12.2015.
4. G.O. Rt. No. 71, Agriculture & Cooperation (Coop-IV) Dept., Dated: 28.01.2016.
5. From the Spl. CC&RCS Lr.No.1843/2014/PACS-III, dated:24.04.2017 along with HR Committee Report dated: 08.02.2017.
6. From the Spl. CC&RCS Lr.No.1843/2014/PACS-III, dated: 20.10.2017 & 09.01.2018 along with APCOB Board of Management Resolution No. 4, dt. 26.09.2017.
7. Representations received from the A.P. Primary Agricultural Coop. Societies Employees Union (TNTUC) dated: 13.12.2018 & A.P.PACS Employees Association, Vijayawada through Endt. of Hon'ble M (Coop).
8. Representation received from Chairman, A.P. JAC, Amaravathi.

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ORDER:

In the G.O. 1st read above, a Committee was constituted with M.D, APCOB, CC&RCS, CGM, NABARD, Regional Office, Hyderabad to examine the various issues and demands of DCCB and PACS employees relating to their Pay and Allowances keeping in view of the provisions of the A.P. Cooperative Societies Act, 1964 and MoU signed by the State Government with GOI and NABARD. Based on the recommendations of the said Committee, orders were issued in the G.O. 2nd read above proposing staff structure in PACS and Pay Scales & other allowances to their employees. It was also ordered therein that the pay scales indicated therein shall not be revised without prior permission of the Government.

2. In the references 3rd & 7th read above, the Primary Agriculture Cooperative Society (PACS) Employees Unions requested for a secure HR Policy. The Cooperative Institutions function autonomously under Section 115-D of the APCS Act 1964 and as per G.O. 2nd read above, the Pay Scales of the employees of the PACS shall be changed with the approval of

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the Government only. Accordingly, the Government constituted a Committee on HR Policy to PACS employees vide reference 4th read above with the following members:

(i) Managing Director, APCOB or its representative.

(ii) One representative from NABARD, Regional Office, Hyderabad.

(iii) Two Chief Executive Officers of District Cooperative Central Banks.

(iv) Sri P. Mohanaiah, CGM (Rtd.), NABARD, Regional Office, Hyderabad.

(v) Sri D. Ramesh Sinha, CGM (Retired), APCOB, Hyderabad.

(vi) Joint Registrar – II, O/o CC&RCS, A.P., Hyderabad.

The Committee has submitted its report on 08.02.2017 and the recommendations are mentioned in the annexure.

3. In the reference 6th read above, the Special Commissioner for Cooperation & Registrar of Cooperative Societies while submitting the APCOB Board of Management Resolution with certain recommendations, which interalia are as follows:

(i) Under the categorization based on business level of PACS, it was suggested to add 'D' category of PACS which have below Rs.2.00 crore business level, with staff strength of 2 (1-CEO & 1-Sub staff only).

(ii) The State Level Empowered Committee (SLEC) should be empowered to give clear cut and specific operational guidelines on each and every aspect of the report for implementation of recommendations of the committee.

(iii) The State Level Empowered Committee (SLEC) shall frame road map for Business Development of PACS with the guidance of the Committee, formed for HR Policy and the District Level Empowered Committee (DLEC) shall monitor the implementation of guidelines at District level.

and requested the Government to consider for providing HR Policy to the PACS employees.

4. The Government after careful examination, hereby order to implement the HR Policy to the PACS employees by the Managing Committees of the PACS themselves as mentioned in the annexure including the (i) (ii) & (iii) mentioned in para (3) above. Government further order that there shall not be any financial liability to the Government in implementing the above recommendations.

5. The Special Commissioner for Cooperation and Registrar of

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Cooperative Societies, Andhra Pradesh, Guntur shall take further necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B. RAJSEKHAR
PRINCIPAL SECRETARY TO GOVERNMENT.

To
The Special Commissioner for Cooperation and Registrar of Cooperative Societies, Andhra Pradesh, Guntur.
The Chief General Manager, NABARD, Regional Office, Hyderabad.
The Managing Director, Andhra Pradesh State Cooperative Bank, Vijayawada.

Copy to:

All the District Cooperative Officers in the State of Andhra Pradesh.
(through the Special CC&RCS, A.P., Guntur)
The Accountant General, Andhra Pradesh, Hyderabad.
The PS to Special Secretary to Hon'ble CM.
The PS to Hon'ble Minister for Co-operation.
The PS to Principal Secretary to Government (A&C).
General Administration (Cabinet) Department (w.r.to U.O. No. 228/2019, dated: 28.02.2019)
SF/SC.

//FORWARDED:BY ORDER//

SECTION OFFICER.

Annexure

G.O.Ms.No.36, Agriculture & Cooperation (Coop.IV) Depart., Dated: 01-03-2019.

RECOMMENDATIONS:

(1) **Categorisation of PACS:** Basing on the annual business level, the PACS are categorised into 4 categories as follows.

Sl.No	Business Level (Rs. In Crore)	Category of PACS
1	Above Rs.10 Crore	A
2	Above Rs.5 Crore and upto Rs.10 Crore	B
3	Above Rs.2 Crore and upto Rs.5 Crore	C
4	Below Rs.2 Crore	D

(2) **STAFF STRUCTURE**:

Sl. No.	Category of PACS	Chief Executive Officer(CEO)	Assistant Executive Cadre*	Sub-Staff Cadre**
1.	A	1	3	2
2.	B	1	2	1
3.	C	1	1	1
4.	D	1	-	1

* Assistant Executive cadre will include clerk, accountant, salesman, computer operator etc.
** Sub staff cadre will include office subordinate, godown keeper, machine operator, driver, night watchman and other subordinate staff.

(3) **PAY SCALES**: The following pay scales are recommended for the Chief Executive Officer, Staff Assistants and Sub-Staff categories. The pay scales shall not be changed/ revised without the permission of the Government.

CEO : **Rs.** 6975-320/2-7615-425/2-8465-510/2-9485-595/6-13055-680/6-17135-765/6-21725.
Staff Asst. : **Rs.** 6740-255/2-7250-320/2-7890-425/4-9590-510/6-12650-595/4-15030-680/6-19110.
Sub-staff : **Rs.** 6550-215/6-7840-255/5-9115-320/4-10395-425/3-11670-510/2-12690-595/4-15070.

(4) **D.A:** The pattern adopted by DCCBs may be followed both for quantum and periodicity.

(5) **H.R.A:** 10% of the basic pay with a minimum of Rs.700/- and a maximum of Rs.1500/-. Staff who have provided residential quarters by the PACS will not be eligible for HRA.

(6) **STAGNATION INCREMENTS**: Three stagnation increments equivalent to the last increment in the time scale be allowed after reaching the maximum scale at the rate of one increment per two years.

(7) **FITMENT**: The fitment in the revised pay scale will be on stage to stage basis. There shall be no change in the dates of annual increment because of the fitment.

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(8) **FIXATION**: The revised pay scale would be applicable from 01.04.2014 with monetary benefit from 01.04.2016 only.

(9) **Professional Qualification Increment:** PACS may consider granting one advance increment in the time scale for acquiring professional qualification i.e. Centre for professional Excellence in Cooperatives by BIRD LUCKNOW (C-PEC) certificate.

(10) **Gratuity**: For every completed year of service the employee is eligible to get 15 days of pay towards Gratuity, with a maximum of Rs.2.00 lakhs.

(11). **Maternity Leave:** On par with state government employees shall be sanctioned to CEO, Staff Assistant and Sub Staff Categories.

(12). **Encashment of Earned leave:** All the three (3) categories of employees of PACS are eligible for encashment of not exceeding 240 days of earned leave at their credit at the time of retirement on attaining the age of superannuation / death.

(13). **Personal Loan**: Employees who have completed 5 years service will be eligible for a personal loan up to Rs.50,000/- at an interest rate not below the interest charged on commercial lending/Maximum rate charged to the borrowers.

(14). **Minimum Qualification for Recruitment**:

CEO – Graduation from any recognised University. Degree or Diploma in Cooperative Management is desirable. Knowledge in computers is essential.

Assistant] – Graduation from any recognised University
Executive] with proficiency in computers.

Sub staff – SSC pass.

(15). **Recruitment of Staff:** By District Level Empowered Committee (DLEC) consisting of President of the DCCB, District Cooperative Officer, DDM-NABARD and Chief Executive Officer-DCCB as Member Convenor.

(16). **Compassionate Appointment:** Compassionate appointment requests received from PACS shall be considered by the DLEC and eligible candidates shall be allotted to PACS where suitable vacancies are available.

(17). **Service Registers of PACS Staff:** Service registers shall be opened and maintained in duplicate in respect of each of the employees.

(18). **Career path for PACS staff:** In recruitment to the posts in category V in DCCBs, 25% of the vacancies notified shall be provided to employees of PACS subject to the recruitment process prescribed. Age relaxation for this purpose shall be on the lines of Government of Andhra Pradesh recruitment policy.

(19). **Disciplinary Policy:** The District Level Empowered Committee (DLEC) is the appellate authority for disciplinary action against CEO. In respect of other staff of PACS the present regulation will continue.

(20). **Income of PACS:** As existing.

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(21). **Retirement Age:** Every paid servant and officer of that society shall retire from service on attaining such age i.e., not in excess of the subsisting rules governing the age of superannuation of the Government employees.

(22). **Funeral Expenses:** Funeral expenses of Rs. 5000/- shall be payable to the PACS employees on death while in service.

(23). **Outsourcing of Staff:** Subject to the cost norms, the PACS may hire additional Staff through an agency for the seasonal operations like fertilizer, seeds, pesticide distribution, procurement operations etc.

(24). **District Level Support Fund:** District Level Support Fund (DLSF) to be constituted with equal contribution from the State Cooperative Bank (SCB) and DCCB concerned. The PACS which do not conform to the capacity to pay norms of NABARD a three year time line may be given for providing support from the DLSF on a tapering basis @100%, 75%, 50% during the 1st, 2nd and 3rd years respectively.

(25). **Mechanism for Implementation:** State Level Empowered Committee (SLEC) with President, APCOB as Chairman, CC & RCS, CGM NABARD as members, MD APCOB as Member / Convenor and District Level Empowered Committee (DLEC) with President of the DCCB as Chairman, DCO, DDM NABARD as members and CEO of DCCB as Member / Convenor shall be constituted for guiding, reviewing, monitoring the implementation of various recommendations on HR matters.

B.RAJSEKHAR,
PRINCIPAL SECRETARY TO GOVERNMENT.